

Student Affairs Council

Meeting Notes from October 24, 2005

ATTENDANCE:

- | | |
|----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> MARCIA BELL | <input checked="" type="checkbox"/> MARY PARTHEMER |
| <input type="checkbox"/> SONYA CHRISTIAN | <input checked="" type="checkbox"/> ANDY PRICE |
| <input type="checkbox"/> MARV CLEMONS | <input checked="" type="checkbox"/> JEREMY RIEL |
| <input checked="" type="checkbox"/> DONNA KOECHIG | <input type="checkbox"/> NADINE WILLIAMS |
| <input checked="" type="checkbox"/> SHIRLEY LUKACS | <input type="checkbox"/> MANAGER (VACANT) |
| <input type="checkbox"/> KAAREN O'ROURKE | |

OUTCOMES:

DISCUSSION:

AGENDA

1. Approval of Minutes

Discussion:

- Minutes were approved. Spelling correction of Marcia's name noted.
- Jeremy asked if anyone wanted to add items to the agenda. Two items were added:
 - ◊ Feedback from College Council on Student Affairs Council (SA Council) plan – Donna
 - ◊ Instructional Technology Strategic Plan – Mary

2. Welcome and Introductions of New Members

Discussion:

- Kaaren O'rourke from Business Technology and Marvin Clemons from Cooperative Education will serve as faculty representatives for the Student Affairs Council. Neither was present.

3. Membership Procedures Discussion

Discussion:

- ◆ (action items)

- The council discussed governance membership procedures.
 - ◊ The council will recommend a two-year commitment for members except students who may only commit to one year. It was recommended that membership be rotated/staggered.
 - ◊ The council recognizes that these are aspirations and it is up to representative groups to manage their appointments to councils.
 - ◆ Jeremy will draft recommended membership rotation timelines and guidelines for resignation and replacement reporting.
- It was agreed that an orientation handbook be created for new SA Council members that would create consistency and minimize disruption.
 - ◊ The handbook will be user friendly, reviewed and updated at the end of each academic year.
 - ◆ Donna, Mary and Shirley agreed to draft a list of reference materials for the orientation handbook.
 - ◊ The council will determine contents for handbook at the next meeting scheduled for November 14, 2005, if time allows.
- The council reviewed the SA Council meeting notes of November 8 and 22, 2004, which outlined previous working agreements:

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OUTCOMES:	DISCUSSION:
<p>4. <u>Review of Working Agreement</u></p> <ul style="list-style-type: none">◆ (action item)	<p>Discussion:</p> <ul style="list-style-type: none">◇ Discussion recalled:<ul style="list-style-type: none">▪ 11/22/04, Agenda Item #3. <u>Council Mission</u>. “We agree to collaborate with our shared focus being upon facilitating the success of Lane students unless it seems reasonable that an action would harm the interests of our respective constituencies. In that case, we will express that concern so we can try to work together to find a win win solution.”▪ 11/8/04, Agenda Item #3. <u>Decision-making Process</u>. “The governance task force decided that councils will work on a consensus model. If the council is not able to reach consensus, the decision is made by the head administrator.”▪ 11/8/04, Agenda Item #6. <u>Principles and Values that will guide Council work</u>.<ul style="list-style-type: none">○ What’s best for the students○ Assume best intent○ No side agendas.○ Openness○ Honesty○ Work within the council, directly with each other.○ Some concern over role as representative of a work group and/or union vs. working strictly for the good of the students.○ Students first and then make sure work group has a voice and then see that policies align with contracts.○ Communicate with constituent group about issues coming from the council that may affect them.○ Requires some trust that policy that may adversely affect working conditions will be worked through. Because there is representation of work groups on the councils, there is a potential dilemma that this could be seen as de-facto acceptance by the work groups.◆ Jeremy will draft a working agreement for discussion at the next meeting. The working agreement will be a preface for the new member orientation handbook.
<p>5. <u>Instructional Technology Strategic Plan</u> (added)</p> <ul style="list-style-type: none">◆ (action items)	<p>Discussion:</p> <ul style="list-style-type: none">• The council reviewed copies of the Instructional Technology (IT) Strategic Plan. It was mentioned that the plan is a joint project of both the Learning and Technology Councils. The councils would like feedback from the SA Council on how their plan directly supports learning and student success. The council will:<ul style="list-style-type: none">◆ Provide feedback on the IT plan and how it helps with student learning and student success.◆ Jeremy will contact the Learning Council and Technology Council chairs and vice chairs to let them know that the SA Council will provide feedback before their plan is finalized.

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OUTCOMES:	DISCUSSION:
<p>6. <u>Feedback from College Council</u> (added)</p>	<p>Discussion:</p> <ul style="list-style-type: none">• The College Council will have further discussion on the SA Council plan at their next meeting. Two specific items identified by College Council include:<ol style="list-style-type: none">1. Goal I, 1C: “Develop a systematic process that allows students the ability to provide feedback for every class each term and to have the results of the feedback accessible to students.”<ul style="list-style-type: none">▪ LCC students would like to see student feedback on faculty like what is available to students at the University of Oregon. The students would be able to view feedback provided by other students about instructors and their teaching styles. Students would then have the opportunity to make informed decisions about what teaching style they feel would compliment their learning styles. This goal is separate from the disciplinary/contractual agreement.2. Goal II, 1B: “Increase international student enrollment.” The SA Council is aware that the Board did not approve additional funding for the recruitment of international students last year. The council believes that there are effective ways to increase international student enrollment that will not require additional funding e.g. build smooth transitions for IESL students into credit and non-credit classes.• Other general concerns include:<ol style="list-style-type: none">1. Goal I, 1A: “Utilize best practices in assessment of student affairs.” This strategy seemed too vague to some College Council members. However, after discussion within College Council, it was recognized that each student affairs area has its own specific best practice that cannot be individually outlined in the SA Council plan.2. Goal IV: “Develop systems to create and support effective transitions to Lane Community College and then to other educational programs or jobs.” This goal appears to overlap with the Learning Plan. This overlap was intentional to support goals within the Learning Council plan.
<p>7. <u>Development of 2005-06 Student Affairs Work Plan</u></p> <p>◆ (action item)</p>	<p>Discussion:</p> <ul style="list-style-type: none">• The council reviewed the remaining tasks for the 2004-05 SA Council work plan:<ul style="list-style-type: none">◇ Review and provide input regarding college-wide student affairs policies◇ Ensure the college’s alignment with accreditation Standard 3: Students◇ Set new student affairs directions that align with the mission, core values, learning principles and strategic plan of the college.• The council discussed the method for prioritizing the strategies within the goals of the SA Council plan.<ul style="list-style-type: none">◆ Prioritization method: *<ol style="list-style-type: none">1. Prioritize strategies on two dimensions.<ol style="list-style-type: none">a. Importance/Impact to student learning and success (High, Medium, Low).b. Implementation timeline: 1, 2 or 3 years

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OUTCOMES:	DISCUSSION:
<p>7. <u>Development of 2005-06 Student Affairs Work Plan (continued)</u></p> <p>8. <u>Suggested Agenda Items for Next Meeting on 11/14/05, 1-3p in the Boardroom</u></p>	<p>2. Therefore, for each strategy, members should have an impact/timeline dimension ranking e.g. H2 or M3 or L1.</p> <p>3. Totals on strategies, e.g. if the majority of all strategies are rated High, then the direction would be H or High.</p> <p>* Note: Each goal has several statements (directions) and under each “direction” are several items (strategies).</p> <p>Discussion:</p> <ul style="list-style-type: none">• Suggested agenda items for next meeting:<ol style="list-style-type: none">1. Introduction of new members2. Feedback on Instructional Technology Strategic Plan3. SA Council plan: prioritize 2004-054. SA Council working agreements5. SA Council membership timeline and terms recommendations.6. Orientation handbook.